



CALIFORNIA STATE GOVERNMENT—AN EQUAL OPPORTUNITY EMPLOYER—EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGION OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

# EXECUTIVE SECRETARY II

## PROMOTIONAL EXAMINATION

FINAL FILING DATE: SEPTEMBER 7, 2000

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**GENERAL POSITION DESCRIPTION** This is the most advanced level in the Secretary series. Under direction of the deputy director of the Office of Environmental Health Hazard Assessment, with widest latitude for independent action, incumbents perform especially difficult and responsible secretarial work, relieve the administrator of a wide variety of administrative and office details, and to do other related work.

Positions exist with the Office of Environmental Health Hazard Assessment in Oakland and Sacramento.

**HOW TO APPLY** **FINAL FILING DATE: September 7, 2000**  
Applications (STD. 678) must be **POSTMARKED** no later than September 7, 2000, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Applications may be filed in person or mailed to:

OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT  
PERSONNEL MANAGEMENT AND TRAINING SERVICES SECTION  
301 CAPITOL MALL, ROOM 205  
SACRAMENTO, CA 95814-4308  
(916) 445-9376 ATSS 8-485-9376

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**FILING STATUS** **COMPETITION LIMITED TO STATE EMPLOYEES**  
This is a promotional examination. Applicants must have a permanent civil service appointment with the Office of Environmental Health Hazard Assessment as of the final filing date, September 7, 2000, in order to take this examination. Career credits do not apply.

**SALARY RANGE** **\$2813-3419 per month**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE:** All applicants must meet the education and/or experience requirements for this examination by September 7, 2000, the final filing date. It is your responsibility to make sure you meet the minimum qualifications for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service in a secretarial position performing the duties of an Executive Secretary I.

Or II

Two years of experience in the California state service performing secretarial duties at a level of responsibility not less than that of Secretary.

Or III

Four years of experience in clerical work at least two years of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special two-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

**REQUIRED APPLICATION INFORMATION** **NOTE:** All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles.  
**NOTE:** If you are qualifying under Pattern II and wish to use academic education to substitute for the required general experience, information requested on Item 13 on the Examination and/or Employment Application (STD. 678) must be completed. To meet the minimum requirements enrolled in the last semester or its equivalent of course work, your application/resume must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates.  
**NOTE: Applications received without the above information will be rejected.**

**EXAMINATION INFORMATION** **EDUCATION AND EXPERIENCE – WEIGHTED 100 PERCENT**  
This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.** List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

Scope:

- A. Knowledge of:
1. Modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official.
  2. Business English and correspondence.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (cont.)	<div>B. Ability to:<div><div>1. Type at a speed of 45 words per minute.</div><div>2. Read and write English at a level required for successful job performance.</div><div>3. Direct the work of other support staff.</div><div>4. Perform difficult clerical work.</div><div>5. Keep difficult records.</div><div>6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling.</div><div>7. Perform minor administrative assignments independently.</div><div>8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.</div><div>9. Communicate effectively.</div><div>10. Understand and carry out directions following a minimum of explanation.</div><div>11. Analyze situations accurately and take effective action.</div></div></div>
SPECIAL PERSONAL CHARACTERISTICS	A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.
DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade.
ELIGIBLE LIST INFORMATION	<div>A departmental promotional eligible list will be established for the Office of Environmental Health Hazard Assessment. The eligible list will be abolished 12 months after it is established unless the needs of service and conditions of the list warrant a change in this period.</div> <div>NOTE: Successful candidates may be required to take a typing test at the time of hire.</div>
VETERANS PREFERENCE	Veterans preference credits are not granted in promotional examinations.

GENERAL INFORMATION

**For an examination** without a written feature it is the candidate's responsibility to contact the Office of Environmental Health Hazard Assessment at (916) 445-9376 or (ATSS) 8-485-9376, three weeks after the final filing date if he/she has not received a progress notice.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the department noted on the other side of this bulletin. Applications can also be accessed at the State Personnel Board's website at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the other side of this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Office of Environmental Health Hazard Assessment** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Oakland. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made on his/her efforts toward self-development.

**Veterans Preference:** California law allows granting of veterans' preference credits in open entrance and open, nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open, nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Employment Application Form 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento).

TDD is Telecommunications Device of the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929  
From Voice Telephones: 1-800-735-2922